

---

**Policy Title: RECRUITMENT AND ADMISSIONS CODE OF ETHICS**

The purpose of this policy is to provide guidance for staff and to ensure consistency and equity in the College's recruitment and admissions processes. In alignment with the College's I-CARE core values of Student Centeredness, Integrity, Commitment, Accountability, Respect and Exceptional Service, Mid-State Technical College has adopted the following guiding principles of practice in recruitment and admissions. These principles are designed to ensure fairness, transparency, and integrity in all recruitment and admissions activities, fostering a positive and inclusive environment for prospective students and the broader community.

**1. Access and Equity**

The college commits to removing barriers that prevent equitable access to education. Admissions practices will be inclusive, ensuring that no applicant is disadvantaged based on race, ethnicity, gender, disability, sexual orientation, or socioeconomic status. All applicants must have access to accurate, timely information about the admissions process to make informed choices.

**2. Honesty and Transparency**

Recruitment and admissions staff must provide accurate, comprehensive, and accessible information about programs, admissions requirements, costs, scholarships, financial aid, student services, and other important matters. Communication with prospective students is expected to be clear and honest to avoid misunderstandings or misrepresentation. Marketing materials must be free from misleading statements. Staff must not engage in tactics such as offering financial or material incentives that coerce students into enrolling. This includes ensuring that external agents, vendors, and third-party contractors involved in recruitment uphold the same standards of honesty and transparency.

**3. Confidentiality and Privacy**

The personal and academic information of applicants will be handled with the utmost care and confidentiality. All admissions staff and related personnel must comply with applicable privacy laws, including the Family Educational Rights and Privacy Act (FERPA), to protect applicants' personal information.

**4. Fair and Objective Admissions Practices**

The admissions process will be fair, equitable, and based on established criteria. No applicant will be denied admission based on non-academic factors, such as race, gender, or socioeconomic status. Additionally, no applicants will be provided preferential treatment based on legacy factors or donor relationships.

## **5. Professional Conduct**

All staff involved in recruitment and admissions are expected to act professionally and with integrity, respecting the dignity and autonomy of prospective students. Staff must avoid conflicts of interest and maintain professionalism when interacting with applicants, families, and fellow professionals.

## **6. Training and Professional Development**

All recruitment and admissions personnel must receive training on ethical standards, institutional policies, and best practices. Ongoing professional development will be provided to ensure staff stay informed about changes in law, policy, and best practices for admissions and recruitment.

## **7. Accountability and Enforcement**

Any violations of this code of ethics will be addressed through appropriate disciplinary action. Complaints regarding unethical behavior in the admissions process will be investigated promptly and thoroughly, with corrective action taken as necessary.

## **8. Continuous Improvement**

This code of ethics will be reviewed regularly to ensure alignment with best practices, legal standards, and the evolving needs of students and the community. Feedback from stakeholders, including students and staff, will be considered in revising this policy.

*Adopted: September 2024*

*Reviewed:*

*Revised:*